

MUNICIPAL BOAT BASIN SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the operation of the marina and the maintenance of its equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for a wide variety of duties in the operation and maintenance of the marina including meeting the general public, issuing permits, collection of fees and supervision of maintenance and repair work. Supervision may be exercised over a small number of maintenance personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises maintenance and repairs of all equipment, floats, docks, ramps, office building and lockers;

Issues mooring, docking, storage and launching permits;

Plans the hauling, launching and storage program of boats;

Collects permit fees and assists in keeping of records;

Oversees painting and placement of all docking equipment;

Recommends construction or alteration of facilities or repair of existing dock facilities;

Prepares annual budget for the marina;

Assigns space for winter storage of boats;

Responsible for records and reports of fees collected, personnel and equipment utilization, and work completed;

Maintains grounds and parking areas;

Orders necessary equipment and supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of marina operations, maintenance and safety standards; good knowledge of marina operation and boat handling; good knowledge of Coast Guard requirements and harbor regulations; ability to handle finances and keep records; ability to work effectively with the general public; ability to plan and supervise the work of others; integrity; good judgment in emergencies; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years of boatyard, harbor or marine operations, maintenance and/or repair experience including or supplemented by one (1) year of supervisory experience; or (b) seven (7) years of experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Eligible for an Auxiliary Small Boat Handling Certificate issued by the U.S. Coast Guard.